

S-E-C-R-E-T

18 September 1956

MEMORANDUM FOR: Deputy Director (Intelligence)  
 Deputy Director (Plans)  
 Deputy Director (Support)

SUBJECT : Candidates to Attend Fixed Quota Schools


1. According to the procedure generally agreed upon by the CIA Career Council at their meeting on 1 March 1956, the Deputy Directors shall submit two candidates for each of the quotas assigned to this Agency by the Defense Colleges and the School of Business Administration at Harvard University. The following table indicates the Agency quotas, the months during which applications of the Director's candidates must be transmitted by the Agency and the months in which the courses convene and end.

SCHOOL	QUOTA	DATE APPLICATIONS MUST BE FILED	COURSE CONVENES	COURSE ENDS
National War College	2	April 1957	Aug 1957	June 1958
Industrial College of the Armed Forces	1	April 1957	Aug 1957	June 1958
Armed Forces Staff College	1	Dec 1956	Feb 1957	June 1957
	1	May 1957	Aug 1957	Jan 1958
Army War College	2	Feb 1957	Aug 1957	June 1958
Naval War College	1	Feb 1957	Aug 1957	June 1958
Air War College	1	Feb 1957	Aug 1957	June 1958
Advanced Management Course at the Harvard University	1	Nov 1956	Feb 1957	May 1957
Graduate School of Business Administration	1	June 1957	Sep 1957	Dec 1957

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2. Attached are additional copies of this memorandum for distribution to the Career Service Boards under your jurisdiction. These boards should review all eligible persons for whom they are responsible and also consider the names of any persons who may have applied. Your nominees may be drawn from those recommended by the Heads of the Career Services. The CIA Career Council will recommend to the Director, candidates and alternates for the 1957 courses. The Director will make the final determination.

3. It will be appreciated if your nominations for each of these schools are forwarded to the Executive Secretary of the CIA Career Council on or before 29 October 1956. The Council will consider these nominations as soon as possible thereafter. Nominations may be made in memorandum form presenting the qualifications and justification for consideration. Minimum qualifications for such assignments are specified in the Office of Training Catalog of Courses.

  
for MATTHEW BAIRD  
Director of Training

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Distribution:

DD/I - 15 copies  
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